

JARC Reporting Requirements

While JARC has had reporting requirements since its inception, FTA has not enforced reporting until this year. In addition to the common contact information that is required, they separate their questions into two groups: (1) Profiles of Services Provided by Subrecipient, and (2) Service Form Questions.

Profiles of Services

The Profiles of Services Provided by Subrecipient cover the qualitative elements of your JARC project. These questions were optional this year but will be required starting next year.

- **Description:** Describe service provided during 200x.
- **Coordination:** What coordination efforts you have undertaken?
- **Sustainability:** Will your service continue after the grant ends?
- **Evaluation:** Describe how you have evaluated your project.
- **Accomplishments:** Describe your greatest accomplishments.
- **Challenges:** Describe your greatest challenges.

Service Information

The Service Form Questions cover the quantitative elements of your JARC project. With the major exceptions of employment sites reached and the number of customers using non-trip services, these are all elements that are currently tracked.

- **General Information** - Provide name and date of service.
- **Geographic Information** – Name and describe the service area.
- **Service Information** - If the service is trip-based or customer-based?
- **Ridership** - What is the mode and number of trips provided?
- **Employment Sites** – How many employment sites were reached?
- **For Customer Based (Non-Trip) Services** – What is the type of service provided to what number of customers?

FTA Website

For more information on FTA's JARC reporting requirements, see their *JARC Help 2005* website at <http://ftajarc.2acsi.com/faqs/index.html>.

